



## TELECOMMUNICATIONS DIVISION

### DIRECTORY LISTING COORDINATOR

#### ***BULLETIN 03-01***

April 3, 2003

**SUBJECT: DEADLINE FOR UPDATES TO THE 2003/2004 STATE TELEPHONE DIRECTORY**

**ACTION:**

- The Directory Listing Coordinators (DLCs) may provide a copy of this bulletin to others in your department as needed to help obtain accurate telephone listings as requested in this bulletin.
- As outlined below, the DLCs should gather and submit updates to the **State Telephone Directory (Directory)** via diskette **and** signed hardcopy, on a **monthly** basis to the Department of General Services, Telecommunications Division (DGS-TD).
- As outlined below, the DLCs should provide updates intended for the proposed 2003/2004 **printed** State Telephone Directory to the DGS-TD by **5:00 p.m. Friday, June 20, 2003**.

**BENEFITS:**

- Enables the most current directory listings possible to be included in the proposed 2003/2004 printed Directory, and in the on-line Directory.
- Enables the State Information Agents (formerly State Telephone Operators) in the Office of Network Services (ONS), Resource Communications Center (RCC) to provide the most current Directory information to the public and to government callers.
- Enables users of the on-line Directory to access the most current Directory information.

**KEY POINTS:**

- The monthly updates provided by the DLCs are critical to maintain up-to-date information in the on-line Directory at [www.cold.ca.gov](http://www.cold.ca.gov) for the State Information Agents.
- Publication and distribution of the 2003/2004 printed Directory is currently slated for October/November 2003.
- The deadline for the printed Directory listing updates is **5:00 p.m. Friday, June 20, 2003**. It is critical to meet this deadline to help ensure that the most updated information possible is printed.
- Due to a number of factors, updates received after the deadline may not appear in the printed Directory. Please contact Linda McFalls at the number below if you have questions regarding the update process.

**DLC BULLETIN 03-01**  
**DEADLINE FOR UPDATES TO THE 2003/2004**  
**STATE TELEPHONE DIRECTORY**

- 2 -

April 3, 2003

- Agencies that do not have directory changes/updates are required to submit a current disk with a signed hard copy stating "no changes to listing" by the June 20, 2003 deadline.
- Submit final updated directory listings, both diskette **and** signed hardcopy, by mail to:

**Linda McFalls**  
**Department of General Services**  
**Telecommunications Division G-23**  
**Office of Network Services**  
**601 Sequoia Pacific Blvd.**  
**Sacramento, CA 95814-0282**

- Refer to the on-line [State Telecommunications Management Manual \(STMM\) Section 0708.0](#) for additional information on submitting updates.

**BACKGROUND:**

The ONS, Directory Services (DS) is responsible for updating the on-line Directory and for publishing the Directory on a regular basis. The ONS DS relies solely on the information provided by the various state agencies to update these directory listings. Your continued efforts to help the ONS maintain and provide accurate directory listings is appreciated.

This is the first issue of the new DLC Bulletins. See also the related [DLC Bulletin 03-02](#). These bulletins will be posted on-line at [www.td.dgs.ca.gov](http://www.td.dgs.ca.gov) Click on ONS Publications and scroll down to the DLC Bulletin listing. There will also be a link to the bulletins on the ONS Home Page.

If you have any questions, or need assistance regarding how to update your directory listings, please call Linda McFalls at (916) 657-9752, at CALNET 8-437-9752, or by e-mail at [Linda.McFalls@dgs.ca.gov](mailto:Linda.McFalls@dgs.ca.gov). You may also call the RCC at 1-800-807-6755 or at (916)-657-9903 for assistance if Linda is unavailable.



SANDRA BIERER, Chief  
Office of Network Services

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